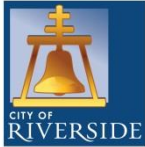


IMPORTANT OPEN ENROLLMENT INFORMATION- PLEASE READ



Human Resources Department

City of Arts & Innovation

October 19, 2017

Dear City Employee,

It's time to update your benefits, as Open Enrollment season is here! The City will be accepting Open Enrollment changes through the Employee Online (EO) System from **October 30th through November 17th, 2017 at 5:00 p.m.** The EO System is accessible through the Internet from the City's main website (www.riversideca.gov) under Online Services. Please be advised that paper enrollment forms will not be accepted.

Important Plan Changes for 2018

- All Kaiser HMO plans experienced a rate *increase*; please review your corresponding bargaining unit rate sheet.
- All existing Anthem Blue Cross Plans will be replaced by Blue Shield of California plans effective 1/1/2018. All Anthem Blue Cross plans will terminate effective 12/31/2017.
- **If you are an existing Anthem Blue Cross member – you must elect a health plan with either Kaiser or Blue Shield, you will NOT be placed in a health plan unless you elect a plan. Be sure to select all the dependents you wish to continue to cover during 2018. Please refer to enclosed flier for additional details.**
- If you are an existing Kaiser member and do not wish to make changes to your health plan, your plan and existing dependents will carry over to 2018. If you are changing to Blue Shield, please refer to the enclosed flier for additional details.
- If you do not wish to make any changes to your current Dental, Additional Life Insurance or Long Term Disability plan, these plans will carry over to 2018.

2018 Health Opt-out and/or Flexible Spending Account(s) Required Re-enrollment

- Flexible Spending Account (FSA) – Health Care or Dependent Care – annual elections must be renewed for 2018 via Employee Online. If you do not submit a request for 2018, participation in the plan(s) will end 12/31/2017.
- The Health Opt-out option will NOT carry over automatically and you must re-elect this option as well as provide current proof of alternate coverage. On Employee Online, this option is available under the “Medical” plans.

Open Enrollment Sessions and Flu Shot Clinics

To assist you in making your 2018 benefits selection, the Human Resources Department will be offering the Open Enrollment (OE) Information Sessions indicated below. In addition, free flu shots will be available to City employees at most sessions:

Tuesday, October 24, 9:00 a.m. – 12:00 p.m. Location: 10540 Magnolia Ave (Police Community Room) Flu Shot Clinic Only
Thursday, October 26, 9:30 a.m. – 12:30 p.m. Location: Water Quality Control Plant – 5950 Acorn St. (Large Conf. Room) Open Enrollment Session Only

Thursday, November 2, 9:00 a.m. - 12:00 p.m. Location: 7 th Floor, Mayor's Ceremonial Room Open Enrollment Session and Flu Shot Clinic
Tuesday, November 7, 1:00 p.m. – 4:00 p.m. Location: Corporation Yard – 8095 Lincoln Ave. (Blue Room) Open Enrollment Session and Flu Shot Clinic
Thursday, November 9, 1:30 p.m. – 4:30 p.m. Location: 7 th Floor, Mayor's Ceremonial Room Open Enrollment Session and Flu Shot Clinic
Wednesday, November 15, 1:00 p.m. – 4:00 p.m. Location: Utilities Operation Center -2911 Adams St. (Large Conference Room) Open Enrollment Session Only

Representatives from Kaiser, Blue Shield of California, Delta Dental, Local Advantage, Vision Service Plan, TRI-AD, The Standard, Liberty Mutual and ICMA Deferred Compensation will be on-site to assist you with any questions you may have. If you are unable to attend a session, you can access all 2018 plan and RATE SHEETS via the Benefits Open Enrollment website:

www.riversideca.gov/human/benefits/benefit-open-enrollment.asp

Other Important Information

- If you will be adding a new dependent to your health/dental plan, you must submit proof of dependent eligibility by providing official County-issued documentation (birth or marriage certificate, etc.) by **5:00 p.m. on November 17, 2017**. Documents can be uploaded via Employee Online, faxed to (951) 826-2421, emailed to citybenefits@riversideca.gov or brought in person to HR, 5th Floor City Hall.
- If you elect to drop eligible dependents, the coverage termination date will be December 31, 2017.
- Per the Federal Health Care Reform reporting requirements, all employees must provide a valid Social Security Number (SSN) for each dependent. Please update the SSN information as necessary via the Employee Online System under "Dependent Information". You are NOT required to provide copies of the Social Security Card(s).
- If you forgot your Employee Online password, please contact the IT Helpdesk at (951) 826-5508 to reset your password or click on the "I forgot my password" link and a temporary password will be emailed to you.
- All changes requested during Open Enrollment will be effective **January 1, 2018**, except for Additional Life Insurance enrollments, which are subject to medical underwriting approval.

It is your responsibility to ensure that you are enrolled in the proper benefit plan(s) for 2018 and make any applicable changes **no later than 5:00 p.m. on November 17, 2017**. If you have any questions or need assistance, please feel free to contact the Human Resources Department, Benefits Team at (951)826-5639 or via email at citybenefits@riversideca.gov.

Respectfully,
Your Human Resources Department